

Desk Instruction 2.1
“Managing Requests for Tri-Party Agreement
Information”

April 30, 2004

Revision 0

Approved by: _____

Date: _____

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1.0 Introduction

This Desktop Instruction (DI) provides the process and required actions to be performed when a request for information is received regarding the Hanford Federal Facility Agreement and Consent Order (HFFACO), also known as the “Tri-Party Agreement”.

2.0 Expectations

The Tri-Party Agreement is a legally binding agreement covering the Hanford Site environmental compliance and cleanup activities. Article XLII of the Tri-Party Agreement and Section 10 of the Action Plan for Implementation of the Tri-Party Agreement provide for public participation activities associated with cleanup of the Hanford site. Therefore, the public has the right to request appropriate and timely information associated with the Administrative Record for cleanup of the site.

3.0 Application

This DI applies to all ORP staff having management/coordination responsibility for responding to requests for Tri-Party Agreement information and documents. The procedure also applies to ORP personnel with direct responsibility for organizations producing or using the requested information or documents.

4.0 Procedure and Process

Upon request for information regarding activities conducted pursuant to the Tri-Party Agreement, the following steps below shall be completed.

Exhibit I, page 4, graphically depicts the steps required to complete a TPA information request.

Step #	Description	Performer	Support
Step 1	Upon receipt of a request for a Tri-Party Agreement document (e.g., approved change requests or changes to the administrative portion of the TPA), evaluate to determine the appropriate party to respond to the request. As part of the evaluation, determine whether the requested document could be an Administrative Record document under the terms of the Tri-Party	TPA SME	Mission Element

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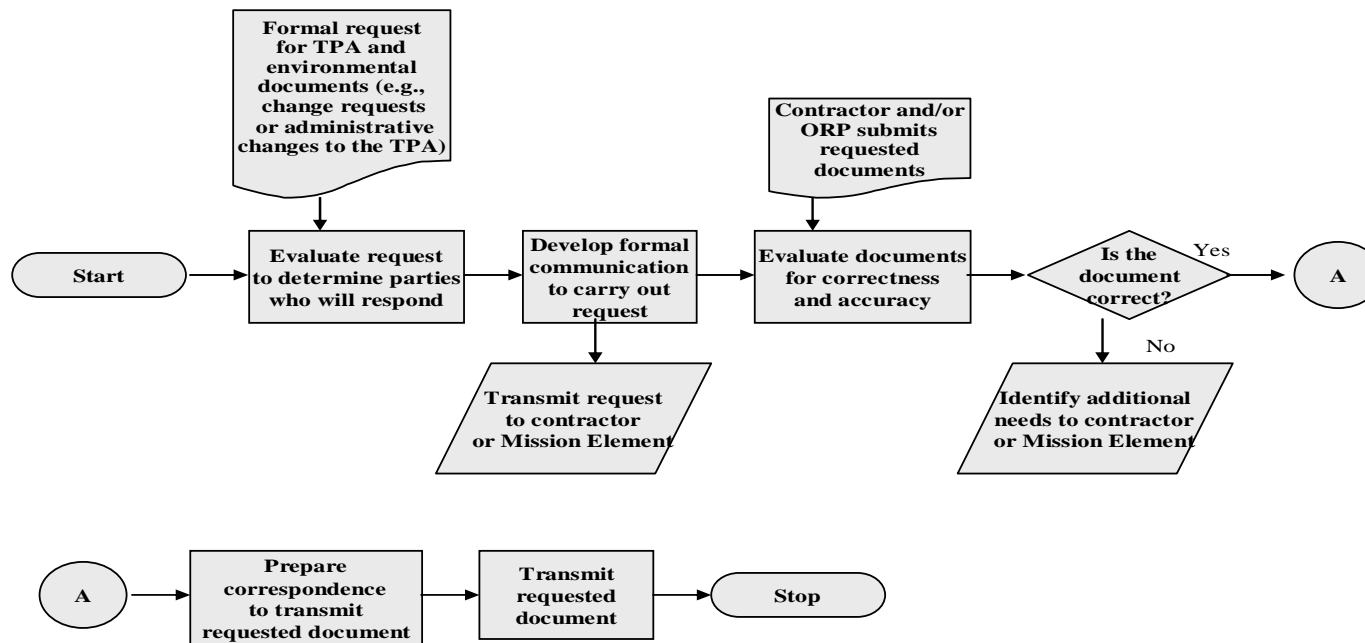
	Agreement. If the requested document is not likely to be an Administrative Record document, determine which parties would likely be responsible for the requested document.		
Step 2	If the requested document is likely part of the Administrative Record, submit the request to the Administrative Record personnel for retrieval of the document. If requested document is not an Administrative Record document, forward written communication to the party that was determined in Step 1 as most likely responsible for the document.	TPA SME	Mission Element
Step 3	Locate and provide a copy of requested document to the initiating TPA SME.	Mission Element	N/A
Step 4	Receive requested document and evaluate completeness, clearance status, and appropriateness of document to fulfill request. If the document is incorrect or inadequate, provide written communication of the problem to the party providing the document for further resolution. If the document is complete and adequate, proceed to Step 5.	TPA SME	Mission Element, Legal, Communications
Step 5	Prepare appropriate correspondence to transmit requested document to the requesting party.	TPA SME	Mission Element, Legal, Communications
Step 6	Transmit the requested document to the requesting party.	TPA SME	N/A

5.0 Additional Guidelines

Prompt and accurate responses to requests for documents are important in order to maintain a good rapport and communication with the DOE regulators and stakeholders. Additionally, this above process will help reduce the number of requests under the Freedom of Information Act.

Exhibit I – Flow Diagram
Managing TPA Information

Process Flow Chart for Providing Requested Tri-Party Agreement Documents



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